



# CALVERLEY PARKSIDE

*Ready Respectful Responsible*

## Nursery Admissions Policy

### Calverley Parkside Primary School

For entry into Nursery from September 2023

#### **Purpose of this Policy**

The purpose of this policy is to inform parents about the fair allocation of school nursery places and to provide clear information on how we prioritise children's needs when allocating places.

***Please note the allocation of a Nursery place in school does not guarantee a Reception place. There is a separate admissions policy for school places.***

All children have an entitlement to 15 hours per week free early years education for 38 weeks a year from the beginning of the term following their third birthday. Some children from eligible working families are also entitled to an additional 15 hours of free childcare. This entitlement can be accessed flexibly across a range of providers.

#### **Basic Eligibility criteria for 15 Hour Funded Places**

- The age of the child: Three years old upon entry to Nursery.
- Parents must provide an original birth certificate for key staff to check against data collection information and then return. This information is required before a child begins attending Nursery.

*Parents/carers cannot access 15 hours of funded nursery provision from more than one provider at the same time.*

#### **Eligibility Criteria for 30 Hour Places**

Parents must meet the government criteria for eligibility:

- Child must be three, or four years old;
- Both parents must be working, or the sole parent is working in a lone parent family;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage, or National Living Wage;
- Each parent must have an annual income of less than £100,000.

*Parents must apply to HMRC in order to be eligible for 30 hours of funded provision.*

**This is the nursery admissions policy as set out by the Local Governing Board at Calverley Parkside Primary School for admission into our nursery provision:**

- The admission number at Calverley Parkside allows up to the equivalent of 52 part-time places or 26 full-time places. In the first instance, we offer part-time places (15 hours) to enable as many families as possible to access our provision. Once the nursery allocations have been made for September by the 31st March, we may be in a position to offer some 30 hours places. The criteria for offering these is set out in the policy.
- Children's names can be put on our waiting list after their first birthday.
- **Subject to availability of places**, children who reach the age of 3 before 31st August will be considered to start nursery at the start of the Autumn term and would attend nursery for 3 terms before joining a Reception class. Children who reach the age of 3 before 31st December will be considered to start nursery at the start of the Spring term and would attend nursery for 5 terms before joining a Reception class. Children who reach the age of 3 before 31st March will be

considered to start nursery at the start of the Summer Term and would attend nursery for 4 terms before joining a Reception class.

Priority will always be given to children who are starting nursery at the beginning of the Autumn term.

	Last date for applications (prior to 3 <sup>rd</sup> Birthday)	School will notify parents by	Date child will start school
Children who reach three before the 31 <sup>st</sup> August	31 <sup>st</sup> March  After this date, school will consider all applications and apply the criteria if the number of applications exceeds the number of available spaces	<b>21st April</b>	Start of Autumn Term (September) <b>(subject to spaces being available)</b>
Children who reach three before the 31 <sup>st</sup> December	31 <sup>st</sup> July  After this date, school will consider all applications and apply the criteria if the number of applications exceeds the number of available spaces	<b>30<sup>th</sup> September</b>	Start of Spring term (January) <b>(subject to spaces being available)</b>
Children who reach three before the 31 <sup>st</sup> March	30 <sup>th</sup> November  After this date, school will consider all applications and apply the criteria if the number of applications exceeds the number of available spaces	<b>31<sup>st</sup> January</b>	Start of Summer Term (April) <b>(subject to spaces being available)</b>

- Any places which are unfilled can be allocated to late applicants who have missed the above deadlines.
- Places will be offered in writing. Once the place has been accepted, parents will receive an information pack which contains important forms which need to be returned to school.

If the nursery is oversubscribed, the following criteria, in order, will be used to allocate places. These criteria will also be used when allocating 30-hour places.

1. Looked after children.
2. Children with an Education, Health and Care Plan naming Calverley Parkside as the appropriate provision to meet the child's needs.
3. Children who have a sibling at the same address who will still be attending Calverley Parkside at the time of entry.
4. Proximity to the school, with those living nearest being admitted first (distances will be measured using a straight line between school and home).
5. Chronological order of dates of birth with the oldest being admitted first.

#### Proposed Attendance Patterns for 15 hours 2023-24

Beginning of week	End of week
<b>Monday:</b> Full day <b>Tuesday:</b> Full day <b>Wednesday:</b> Morning	<b>Wednesday:</b> Afternoon <b>Thursday:</b> Full day <b>Friday:</b> Full day
<b>Timings:</b>	
<ul style="list-style-type: none"> <li>• A full day starts at 8.30am and finishes at 3.30pm, <b>with a lunch session between 11.30am and 12.30pm which is not included in the 15 hours of funded provision.</b></li> </ul>	

- On the full days, the children have the option to pay for lunchtime provision, which is £2.50 per session, or go home for their lunch.
- (For parents who are eligible for 30 hours provision and where the additional 15 hours are not being used elsewhere, this can be used to fund the lunch cover).
- A morning session starts at 8.30am and finishes at 11.30am
- An afternoon session starts at 12.30pm and finishes at 3.30pm.

Parents requesting 15 hour places will have the chance to state which session they prefer and school will endeavour to allocate places in line with these preferences. However, this may not always be possible. In the event that there is more demand for a particular session than there are places available, we will operate a first-come, first-served system.

It is our aim at Calverley Parkside to ensure that we are meeting the needs of our local community. As such, we will carry out regular consultations with prospective parents and use the feedback to review our attendance patterns.